



The SEER Program  
of the National Cancer Institute presents



# Principles of Oncology for Cancer Registry Professionals

**July 23-27, 2001**

**December 3-7, 2001**

**Bolger Center for Leadership Development  
Potomac, Maryland**

**Registration fee: \$650.00\***

\* The registration fee is reduced for participants who stay at the conference center.

**Principles of Oncology** is an intensive five-day training program in cancer registry operations and procedures emphasizing accurate data collection. The training program includes extensive site-specific, hands-on case abstracting and coding sessions using both full medical records and abstracts that demonstrate the many situations registrars may face. This program is endorsed by the National Cancer Registrars Association (NCRA) and the North American Association of Central Cancer Registries (NAACCR). NAACCR also serves as the fiscal agent for this program.

The program provides approximately 35 hours of classroom and individualized instruction on basic registry concepts, such as abstracting, staging (summary, TNM and EOD), and ICD-O coding, as well as use of resources available to registrars. Attendees will have the benefit of lectures as well as a variety of practical exercises. Three volumes of training materials prepared especially for this program will be provided to registrants, as well as NCRA's *Workbook for Staging of Cancer, second edition*.

## **Who Should Attend**

This program is suitable for oncology program employees (hospital-based and central registry) with minimal knowledge of cancer, anatomy, physiology, and medical terminology. Cancer registrars with less than one year of experience would benefit most from this program, however registrars with up to three years experience and registrars preparing for the certification examination are welcome to attend.

***Class size will be limited to 25 registrants.***

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**Program Information**

**Fees and Registration**

The registration fee is \$650 for the five-day program. The fee includes classroom and individualized instruction, three instructional manuals—an invaluable *Key to Abstracting* as well as a detailed training program manual and a full book of exercises—all developed especially for this program, together with various printed materials and resources. Registrants also receive the *Workbook for Staging of Cancer, second edition*, an instructional manual for TNM staging. The registration fee also includes morning and afternoon refreshment breaks and lunch. We recommend that you bring a large suitcase or extra bag to hold the materials you will receive. Alternatively, notebooks and other materials can be mailed home at the end of the program.

The registration fee is reduced for participants staying at the Bolger Center because direct costs for meals, breaks, etc., are included in the daily sleeping room rate. Students staying at the Bolger Center pay a registration fee of \$450 in addition to the cost of the sleeping room.

***Participants are responsible for their own travel, meal, and incidental expenses, except as noted above.***

A participant is considered registered for the program when full payment of fees is received. To reserve your place, complete the registration form and send it with check payable to NAACCR:

Principles of Oncology Registration  
Attn: June Harnacke  
NAACCR Executive Office  
2121 West White Oaks Drive, Suite C  
Springfield, IL 62704.

Sorry, purchase orders are not accepted; however, you can pay the registration fee by credit card. Credit card payments may be faxed to 217-698-0188. The phone number for payment questions is 217-698-0800, extension 4.

For further information about the training program, accommodations or travel arrangements, contact:

April Fritz, ART, CTR, Training Program Coordinator  
Data Quality Manager, SEER Program  
National Cancer Institute, Room EPN343J  
6130 Executive Blvd, MS 7352  
Rockville, MD 20852  
phone: 301 402-1625  
fax: 301 496-9949  
e-mail: [april.fritz@nih.gov](mailto:april.fritz@nih.gov)

**Please note:** We recognize the fact that it takes time to get the administrative details taken care of in a health facility or government office. However, in order to plan for meeting room space, sleeping rooms, and materials, **you must notify the Training Program Coordinator of your intent to register by three weeks prior to the start of the training program.** Registrations after that date will be on a space-available basis.

### **Prerequisites**

By the start of the workshop, participants should be familiar with (at a minimum) the contents of the *Self-Instructional Manual for Tumor Registrars*, Book One (Objectives and Functions of a Tumor Registry) and Book Three (Tumor Registrar Vocabulary: the Composition of Medical Terms). These books may be ordered from National Cancer Institute Publications Ordering Service, P.O. Box 24128, Baltimore, MD 21227; by phoning 1-800-4-CANCER; or online from the SEER Program at <http://www-seer.ims.nci.nih.gov/Publications/>.

Other materials will be provided during the training program. *Homework (reading and exercises) will be assigned Monday through Thursday nights.*

### **Reference Materials**

One of the features of this training program is training in how to use registry coding manuals and other abstracting tools. To actively participate in the exercises, you should bring the following references:

#### ***International Classification of Diseases for Oncology, third edition (ICD-O-3)***

ICD-O-3 may be ordered from WHO Publications Center USA, 49 Sheridan Avenue, Albany, NY 12210. Phone 518-436-9686; fax 518-436-7433; e-mail: QCORP@compuserve.com.

#### ***AJCC Cancer Staging Manual, fifth edition***, American Joint Committee on Cancer, 1997.

The AJCC manual may be ordered from any bookstore or medical library (ISBN 0-397-58414-8), or directly from the publisher at: <http://lww.com/cgi-bin/wwonline.storefront>.

#### ***Standards of the Commission on Cancer, Volume II: Registry Operations and Data***

***Standards (ROADS)***, 1996, revised 1998. Students may bring their own ROADS manual or may borrow a copy for the duration of the training program. To purchase the ROADS manual, contact the American College of Surgeons publications department, 633 North Saint Clair, Chicago, IL 60611-3211 Phone: 312-202-5408 or order online at <http://www.facs.org/commerce/cancer.html>.

*The following references will be provided free of charge at the training program:*

#### ***Summary Staging Guide 2000***

#### ***SEER Extent of Disease 1988 Codes and Coding Instructions, third edition*** (1998)

If you have questions about obtaining these publications, contact the Training Program Coordinator.

## Cancellations

Registration fees less a \$50.00 administrative fee will be fully refunded if notice of cancellation is received *in writing* more than two weeks prior to the start of the training program. After that time, fees are non-refundable.

The program sponsors reserve the right to cancel training programs due to insufficient enrollment.

## Visiting Washington

The Washington, DC metropolitan area is a great place to visit any time of year. There are always cultural, social, tourist and educational activities scheduled. Please note that because of the intense training schedule and the amount of homework assigned during the week, **we recommend that you plan any extracurricular activities for the days before or after the program.**

## Hotel Information

A block of rooms has been reserved at the Bolger Center for Leadership Development, 9600 Newbridge Drive, Potomac, MD 20858-4320. This is a complete conference center in a tranquil suburban Washington setting. Included in the daily sleeping room rate are three cafeteria-style meals each day; access to computers, internet connections, and printers; fitness center and indoor heated pool; laundry facilities; and the use of all equipment for the training program. The classroom is in a building separate from the sleeping rooms. **We suggest that you bring a rolling suitcase or luggage “wheelies” to transport your notebooks and reference materials between buildings.**

Each single-occupancy room is well-appointed, and is designed to enhance the studying and learning experience of the training program. Each room has a double bed and private bath, plus a TV, study desk and data port. In addition, between 4:00 pm and 11:00 pm, the Center runs a shuttle bus in a loop between the Center, Montgomery Mall (a premier shopping area in the vicinity), and the nearest Metro station (subway).

The training program has obtained a room rate of \$175.00 plus tax (total \$191.10 per day) for a standard room; \$210.00 plus tax (total \$230.30 per day) for a deluxe room; and \$230.00 plus tax (total \$252.70 per day) for a suite with a separate seating area. Bear in mind that these rates are very close to the U.S. Government per diem rates in the Washington area and include three full-service meals and all other amenities listed above. Extra persons in a sleeping room must pay for their own meals. ***Please make your reservations directly with the Bolger Center at (301) 983-7000.*** You will be asked to guarantee the first night's lodging with a credit card or pre-payment by check. The program is listed in the reservations system as “Principles of Oncology Training Program.”

***Reservations for hotel rooms must be received by three weeks prior to the arrival date.*** After that, hotel rooms will be reserved on a space-available basis.

There are other hotels in the area at higher rates that do not include meals and require transportation to the training program site. Remember that the reduced registration fee applies only to participants who stay at the Bolger Center.

It is possible to commute to the training program from other parts of the Washington/Maryland/ Virginia metropolitan area. Parking is free at the Bolger Center. Contact the Training Program Coordinator for information about public transportation.

### **Travel Information**

The Bolger Center for Leadership Development is accessible from both National and Dulles International Airports by cab or commercial shuttle bus, and from Baltimore/Washington International airport via rental car and shuttle bus.

Cabs from National or Dulles run about \$50. The Super Shuttle is available to and from National or Dulles airports (\$21 each way) and BWI (\$30 each way). No reservations are required on rides from the airport to the conference center. Just go to the ground transportation area and look for the blue vans. Please hand the driver the directions brochure you will receive when your registration is confirmed.

**Note: Friday is scheduled as a full class day. Please do not make return travel arrangements earlier than 6:00 pm.**

### **Faculty**

April Fritz, BA, ART, CTR, Manager of Data Quality at the National Cancer Institute's SEER Program

Carol Hahn Johnson, BS, CTR, Technical Information Specialist at the National Cancer Institute's SEER Program

*Faculty may be added or substituted without prior notice.*

### **Course Content**

This program was designed, and is taught, by registrars. Course emphasis is on site-specific, basic information that is necessary to do an accurate, thorough job of abstracting and coding medical records or quality-reviewing abstracts at the central registry level. The goal of the course is to train new registrars to use their reference materials and resources correctly, rather than to memorize information.

### **Endorsements**

This training program is endorsed by the National Cancer Registrars Association (NCRA) and the North American Association of Central Cancer Registries (NAACCR). It is suitable for hospital-based and central registry-based personnel. A letter describing the course will be provided to allied health personnel who attend the training program for continuing education credit.

## **Course Content**

Starting time each day: 8:30 a.m.

Completion time each day: 5:00 p.m.

Dress: casual/comfortable (weather is variable; dress in layers; jeans are OK)

### **MONDAY**

Introductions and pre-test  
What are registrars and registries?  
What is cancer?  
Reportable lists and casefinding  
What is abstracting?  
Homework assignments

### **TUESDAY**

Review answers to homework assignments  
Treatment of cancer  
Summary staging  
Summary staging exercises  
TNM staging principles  
Breast cancer\*  
Lung cancer\*  
Homework assignments

### **WEDNESDAY**

Review answers to homework assignments  
ICD-O coding  
Colon/rectal cancer\*  
Extent of Disease Coding  
Head and neck cancers\*  
Stomach and esophagus cancers\*  
Biliary tract cancers\*  
Homework assignments

### **THURSDAY**

Review answers to homework assignments  
Female genital system cancers\*  
Prostate and testis cancers\*  
Kidney and bladder cancer\*  
Basic Statistics and Essential Quality  
Control Techniques  
Reporting and Statistics Exercises  
Cancer program approval requirements  
Homework assignments

### **FRIDAY**

Review answers to homework assignments  
Follow-up Techniques  
Resources for the registrar  
Lymphomas\*  
Leukemias\*  
Brain tumors\*  
Workshop review and post-test  
The Tumor Registry in Jeopardy

**Note: Friday is scheduled as a full class day. Please do not make return travel arrangements earlier than 6:00 pm.**

\* includes anatomy, abstracting guidelines, staging, coding, treatment and exercises with actual medical records and/or case summaries. Summary staging and TNM 5<sup>th</sup> edition staging and Extent of Disease coding are taught.

***Principles of Oncology for Cancer Registry Professionals***

**REGISTRATION FORM**

I will be attending the Principles of Oncology Training Program on (dates) \_\_\_\_\_

\_\_\_\_\_ I am not staying at the Bolger Center. My registration fee (\$650.00) is enclosed.

\_\_\_\_\_ I am staying at the Bolger Center. My registration fee (\$450.00) is enclosed.

Arrival day/date \_\_\_\_\_ Departure day/date \_\_\_\_\_

I have been a registrar for \_\_\_\_\_ months.

Name \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Credit card \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Daytime phone Area code \_\_\_\_\_ ext. \_\_\_\_\_

Fax number Area code \_\_\_\_\_

E-mail address \_\_\_\_\_

Home phone number\* Area code \_\_\_\_\_

**Send** form and check payable to NAACCR or credit card information (American Express, MasterCard or Visa) to: June Harnacke, NAACCR Executive Office, 2121 W. White Oaks Drive Suite C, Springfield, IL 62704 (phone 217-698-0800, ext. 4; fax 217-698-0188)

**Also please fax** a copy of your registration form to April Fritz, Training Program Coordinator, at 301-496-9949.

***Please make hotel reservations directly with the Bolger Center at (301) 983-7000.***

\* in case of a weather-related or other emergency